

**Bureau of Land Management  
Alaska Fire Service  
Fort Wainwright Facilities**

# **OCCUPANT EMERGENCY PLAN**

**Treat all alarms as actual emergencies and conduct a full evacuation of your module.**

## Authorities and Approval:

This Occupant Emergency Plan was prepared by direction of Department of Interior Safety and Health Manual (DM 451) and BLM Safety Handbook (H-1112-1). Basic guidance is contained in 29 CFR 1910.36, 1910.37, 1910.38, 1910.39. Standards promulgated from NFPA 101-1970, Life Safety Code and Federal Property Management Regulations (Part 101-20.103-4).

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## • Table of Contents

<u>Authorities and Approval:</u> .....	1
<u>Signatures of Authorizing Officials:</u> .....	1
<u>Introduction</u> .....	4
<b><u>I. General Information for Everyone:</u></b> .....	5
<u>1. Fire Alarm system</u> .....	5
<u>2. Fire Extinguishers</u> .....	5
<u>3. Sprinkler System</u> .....	5
<u>4. Emergency Power</u> .....	6
<u>5. Hazard Identification</u> .....	6
<u>6. Hazard Communication Plan</u> .....	6
<u>7. Major Workplace Fire Hazards</u> .....	6
<u>8. In Place Sheltering</u> .....	8
<b><u>II. Emergency Response Instructions:</u></b> .....	9
<u>1. Fire</u> .....	9
<u>2. Medical Emergency</u> .....	10
<u>3. Earthquake</u> .....	10
<u>4. Security</u> .....	10
<u>5. Bomb Threat</u> .....	11
<u>6. Hazardous Materials Release</u> .....	11
<u>7. Severe Weather Dismissals</u> .....	11
<u>8. Violence in the workplace</u> .....	12
<u>9. Other types of emergencies</u> .....	12
<b><u>III. Evacuation</u></b> .....	13
<u>Evacuation Checklist</u> .....	13
<b><u>IV. Detail of Duty Responsibilities</u></b> .....	13
<u>A. Designated Official</u> .....	13
<u>B. Emergency Coordinator</u> .....	14
<u>C. Module Wardens</u> .....	15
<u>D. Assistant Module Wardens</u> .....	16
<u>E. Disability Coordinators (If applicable)</u> .....	16

<u>F. Supervisors</u> .....	16
<u>G. Employees</u> .....	17
<b><u>V. Module Assignments</u></b> (listings of modules/buildings are from West to East) .....	17
<u>1. Administration Module (building #1541)</u> .....	17
<u>2. Training Module (building #1541)</u> .....	18
<u>3. Aviation Module (building #1541)</u> .....	18
<u>4. Technical Systems Module (building #1541-old section – 1st floor)</u> .....	18
<u>5. Zone Office Module (building #1541-old section – 2nd floor)</u> .....	18
<u>6. AICC Module (building #1541)</u> .....	19
<u>7. Warehouse Module (building #1544)</u> .....	19
<u>8. Maintenance Shop Module (building #1500)</u> .....	20
<u>9. Transportation Module (building #1537)</u> .....	20
<u>10. Radio Shop Module (building #1538)</u> .....	20
<u>11. Flight Ops Module (building #1540)</u> .....	20
<u>12. Small Engine Shop Module (building #1535)</u> .....	20
<u>13. Ops Building - SMJ Office Module (building #1513)</u> .....	20
<u>14. Ops Building - SMJ Loft Module (building #1513)</u> .....	21
<u>15. Ops Building - FSS Module (building #1513)</u> .....	21
<u>16. Ops Building - Dining Hall Module (building #1513)</u> .....	21
<u>17. Retardant Site Module</u> .....	21
<u>18. Fuel Shop Module (building #1510)</u> .....	22
<u>19. Heli-base Module</u> .....	22
<u>20. Barracks Module (building #1003)</u> .....	22
<b><u>VI. BOMB THREAT CHECKLIST</u></b> .....	235
<b><u>VII. RADIO CHANNELS FOR EMERGENCY COMMUNICATION</u></b> .....	246
<b><u>VIII. Building Vacancy – Check List</u></b> .....	257
<b><u>IX. Important Numbers</u></b> .....	268
<b><u>X. Other Numbers</u></b> .....	268
<b><u>XI. Emergency Personnel Phone Roster</u></b> .....	279

## **Introduction**

The intent of this Occupant Emergency Plan (OEP) is to provide direction, guidelines and information to deal with a variety of office emergencies. For the intent of this OEP, for the Alaska Fire Service facility on Ft. Wainwright, Alaska (AFS/FWW), an emergency is considered to be any unplanned event or unforeseen situation that can result in loss of life, personal injury, disruption of normal routine missions, and/or loss or destruction of property. There is no doubt that fire, natural disaster, bomb (explosions) and bomb threats, terrorist activities, hazardous material and other emergencies pose a serious threat to the life and safety of building occupants, as well as the functional integrity of physical plants and facilities within the building. Also of concern here are civil disturbances, medical emergencies and severe weather conditions.

In addition to providing for the protection of Government property, and ourselves, as Federal Employees we have the responsibility for protecting the involved public and, in particular, caring for those persons within the AFS/FWW that require special assistance, at the time of an emergency.

This OEP has been developed to fulfill our obligations and to maintain compliance with the Federal Property Management Regulations, Part 101-20.103-4, Management of Buildings and Grounds, Occupant Emergency Program. All occupant agencies shall fully cooperate with the Designated Official in the implementation of the emergency plans and the staffing of the emergency organization.

To assure uniform knowledge of current emergency procedures, a copy of this OEP has been given to each responsible official and warden. As applicable, employees should be trained for emergency response in keeping with the plan.

This OEP is designed to be continually re-evaluated and kept current. Recommendations, suggestions, and questions should be directed to the AFS Safety Officer, who will take the necessary action.

## **I. General Information for Everyone:**

The OEP divides the AFS Facility into 20 distinct and separate modules. Each module will have a large scale model floor plan posted in strategic locations identifying current location and all means of egress for occupants. You can easily verify the exact location of your office and its relationship to your module and the nearest means of egress.

You must familiarize yourself with the instructions for your module as well as all of the others. You are not always in your usual work area and could find yourself anywhere on the complex when an emergency arises.

The emergency equipment and response aids located at AFS consist of:

- **1. Fire Alarm system**

The fire alarm systems in our buildings are activated by pull box or smoke detector. The pull box stations are normally located near an exit. Any employee or visitor can sound the fire alarm following the detection of a fire or other evacuation emergency. Smoke alarms are located through out the facility. The public address system will also be used for all emergencies and is accessed through any telephone by dialing "7 7 # # 1 1" and announcing the appropriate alert. This page will be transmitted through all the buildings that have page systems. Should the phone system not be functioning, the "messenger" system initiated by the module warden will be in affect.

- **2. Fire Extinguishers**

Fire extinguishers are located throughout the buildings. Each employee should familiarize themselves with their locations in their module. Module Wardens & Asst. Module Wardens will be trained in the use of fire extinguishers. Fire extinguishers will only be used by trained individuals.

- **3. Sprinkler System**

Some of the buildings at AFS are equipped with automatic sprinkler systems, however a good number do not.

- **4. Emergency Power**

In the event of a power failure, some buildings are equipped with an emergency generator and/or battery back up. The battery systems allow personnel to save work on computers and shut them down.

- **5. Hazard Identification**

Each building is clearly marked with signs on the outside of the building that identifies and classifies hazardous materials located within that structure.

- **6. Hazard Communication Plan**

All provisions for meeting the Federal Hazardous Communication Standards are in place including training, MSDSs (Material Data Safety Sheets) located in work areas as needed, labels and other forms of warning in storage areas, and inventories of all hazardous products identified for inclusion in the HHMS (Household Hazardous Materials) inventory system.

- **7. Major Workplace Fire Hazards**

- a. Fuel Yard Module

The Fuel Yard is a major storage facility for fuel with approximately 40,000 gallons stored in tanks and 6000 gallons in trucks. The majority of this fuel is used in supplying aircraft working out of Ft. Wainwright and in the support of field operations. The yard is also the primary accumulation point for hazardous waste and materials for AFS.

- b. Warehouse Module

There are two types of fuel stored at the warehouse; unleaded gasoline & propane. Unleaded gas is stored in 1 gal. & 5 gal cans. The 5 gal cans are stored in a large Haz-Mat locker. The 1 gal cans are stored in two locations, most are in a Haz-Mat locker and some are in pump and chain saw kits stored in the annex building. The propane bottles are stored in the fuel shed (Bell Building).

- c. Transportation Module

Transportation stores up to 5,000 gallons of un-leaded gasoline in an underground tank. This fuel is used to refuel vehicles. They also have a storage shed with small amounts of oils and cleaners.

- d. Maintenance Shop Module

The maintenance shop stores a minimal amount of fuel for testing of equipment and general maintenance tasks. Welding, brazing and soldering are common activities in the Maintenance Shop. To accommodate these activities there is storage of several oxygen and acetylene bottles. Numerous paints, solvents and cleaners are also used in the Carpenter Shop and are stored in approved storage cabinets. The maintenance shop is also a satellite accumulation point for hazardous material for AFS.

- e. Small Engine Shop Module

The small engine shop stores approximately 100 gallons of fuel for testing equipment and also has a satellite collection point for hazardous waste.

f. Smokejumper Module

Fuel in 1 and 5 gallon cans, contained in IA (Initial Attack) kits, are stored in approved hazardous materials storage building. Incidental fuel for maintenance activities and flammable paints and solvents are stored within approved flammable cabinets.



- **8. In Place Sheltering**

In-place sheltering is the opposite of an evacuation. It requires the building to be locked down and for employees to stay put until directed otherwise. An in-place sheltering order would be issued by the Designated Official, or city police/fire personnel for a variety of reasons such as:

- Severe weather (wind event or intense lightning storm)
- Suspicious person(s)
- Suspicious packages/devices
- Civil unrest
- Hazardous material spill outside the building

The following steps will be followed if an order is issued to shelter in-place:

- Alert all employees and guests of the order.
- Gather together as a staff in central protected locations, e.g. interior conference rooms, central stair well, or walled windowless offices.
- Close and lock all office doors.
- Stay away from windows and doors.
- Do not use the phone for non-essential purposes and do not use phone or any electrical equipment during intense lightning.
- Do not investigate noises outside.
- Be prepared to evacuate the building immediately if requested to do so by emergency personnel.

Emergency personnel will be in contact with further instruction and information as needed or once the situation is resolved.

## II. Emergency Response Instructions:

Each emergency situation will have its own particular set of circumstances which will dictate the most appropriate course of action. However, planning for these emergencies and following the instructions outlined can minimize their impact and may save employee and public lives. For most individuals, an emergency will be simply an evacuation exercise. But if you find yourself at the point of origin of an emergency (fire, injury, or any of the emergency situations listed below), you are to move away from personal danger and take the recommended course of action:

If time permits, and it is safe to do so, occupants should secure their computer & classified documents and exit the building with their keys and ID.

- **1. Fire**

- a. If fire is small, isolated and controllable:
  - Initiate fire alarm system (Red fire alarm pull station and call 911)
  - Extinguish the fire with a fire extinguisher if you are designated to do so and have the required training.
  - Alert your Supervisor and/or Module Warden.
- b. If fire is not controllable:
  - Initiate fire alarm system (Red fire alarm pull station and call 911)
  - Assist any occupants in danger if possible.
  - Close doors to confine fire if possible.
  - Evacuate the building.
- c. Refer to the Continuity of Operations Plan if appropriate.

- **2. Medical Emergency**

- a. Injury
  - Render first aid and notify the Module Warden.
  - If injury is serious, call "911" and provide the dispatcher with information about the nature of the injury, building address and specific location. Stay on the line if requested to do so and you're not needed to help the injured.
  - Provide any assistance you feel capable of providing until help arrives. Assistance may be simply keeping an injured/sick person calm and comfortable
  - Alert others (Supervisor, Safety Mgr.) of the emergency.
- b. Potential Cardiac Emergency
  - Call 911
  - Retrieve nearest AED (Automatic External Defibrillator), initiate use.
  - Start CPR
  - You can use the all building page (7 7 # # 1 1) to request assistance and/or have someone bring the AED.

AED locations:

- Administrative Building #1541, downstairs: on the wall in the break room (140). Upstairs: AICC break room.
- Warehouse Building #1544, on wall between bathrooms near the issuing office.
- Maintenance Building #1500, in the break room
- Radio Shop, Building #1538, back right corner of main work area.
- Dining Hall, Building #1513, on the wall in the main entry lobby.
- Smokejumper Operations, Building #1513, on the wall inside the main entry.
- Barracks, Building #1042, on the wall in the hallway near the barracks office.
- Fitness Center, Building #1539, on the north interior wall.

### • 3. Earthquake

- a. During shock waves, occupants should not attempt to leave the building.
  - Take cover under desks, tables, credenzas, doorways, halls, and against columns and inside walls.
  - Stay away from windows and overhead light fixtures that may shatter
  - Watch for falling or toppling furniture or materials.
- b. Occupants should remain under cover until destructive effects have stopped.
- c. Occupants should standby and wait for the Module Wardens to advise them of safe means of egress.
- d. All First Aid Responders shall report to the Module Wardens for job assignments.
- e. Refer to the DOI Disaster Response Plan for Alaska if appropriate.
- f. Refer to the Continuity of Operations Plan if appropriate.

### • 4. Security

- a. Most security emergencies can be avoided if you make it a point to be observant of those around you. If you become suspicious of a visitor, ask to be of assistance. This will usually solve the problem.
- b. If you feel you have a real emergency on your hands, ask a co-worker for assistance, and immediately contact your supervisor.
- c. If the situation presents an immediate danger, call "911" for the military police.
- d. As a reminder, you are personally responsible for the security of your personal belongings which you have at work. Precautionary measures such as a locked drawer should be taken to protect your valuables such as your

purse, car keys, and wallet. Art work, personal decorations, and radios are also potential targets while stored in unsecured areas.

- e. Refer to the Continuity of Operations Plan if appropriate.

- **5. Bomb Threat**

- a. Safety of fellow employees is of prime concern.
- b. If you receive a bomb threat by telephone, use the attached form and record as much information as possible.
- c. Report incident to your Supervisor and/or the Safety Manager.
- d. If threat is in writing, follow these guidelines:
  - Save all material including envelope or container.
  - Avoid unnecessary handling to preserve evidence.
  - Report as above.
- e. Never touch a suspicious object!
- f. If time permits, all employees will quickly visually sweep their immediate work area for any suspicious or unfamiliar objects.
- g. Initiate evacuation if appropriate. In the event of a known or suspected location of a bomb, evacuating personnel will be routed away from such area.
- h. Take bomb threats seriously. Request for search, removal or disarming of packages will be made to the Military Police.

- **6. Hazardous Materials Release**

- a. Regardless of size, immediately contact the Hazardous Materials Coordinator 5867 or the AFS Safety Manager at 356-5868.
- b. The SOP (standard operating procedures) for Emergency and Spill Response Management addresses issues related to hazardous materials incidents. Employees should read the EMERGENCY RESPONSE portion of this SOP which will give them the information needed for notification and an understanding of the circumstances constituting an emergency, to ensure their own safety as well as others.

- **7. Severe Weather Dismissals**

- a. In the event of severe weather such as heavy snowfall, freezing rain, fog, high winds, or any combination thereof, employees may be dismissed from work or not required to go to work. Leave approval for severe

weather is the ultimate responsibility of the AFS manager or acting manager.

- b. Dismissal or work cancellation at the AFS facilities follows the current AFS hazardous weather policy located in the Employee Handbook.

- **8. Violence in the workplace**

There are general preventative measures that you can take to help prevent yourself and others from being victims of violence.

- a. Be Aware of your surroundings, who is in your area and what is happening.
  - If there is an unknown person in the office or loitering in the halls, inquire to the nature of their business in the building and ask if you can assist or direct them.
- b. Be Alert to warning signs that a violent action may occur.
  - Be knowledgeable of and always be alert to the presence of warning signs such as; extreme changes in behavior, loitering, intimidating and harassing behavior, stalking, suspicious vehicles or individuals, agitation and frustration, anger, yelling, alcohol use, firearms present, someone following you or waiting for you outside, or staged mishaps.
- c. Be Ready to respond by having a plan and knowing how you will react to potential or actual violent situations.
  - Know your own capabilities and limitations and act accordingly.
  - Stay calm. Keep the situation in your control. Maintain eye contact. Don't risk harm to yourself or others.
  - Signal a co-worker or supervisor that you need help.
  - Know what you will do and who you will contact for help.
  - If you feel uncomfortable or uneasy with the situation, notify your supervisor or co-worker. Do not hesitate to call 911 in emergency situations.
- d. Be Smart when entering or leaving the building after hours and at night. Survey the exterior area for suspicious vehicles and people. Consider carrying a cell phone, flashlight, or other protective equipment and stay away from areas that are not well lit. If you feel uncomfortable walking by yourself, ask another employee to escort you to or from your vehicle.

- **9. Other types of emergencies**

For potential emergencies not specifically covered such as demonstrations, enemy attacks, explosions, etc., you should follow the instructions of your Module Warden, Supervisor, Safety Mgr. or information provided over the Public Address System.

### III. Evacuation

If evacuation of the building becomes necessary, notice will be given over the public address system or by messenger. Specific instructions are attached to your module floor plan and individual responsibilities are outlined under "Detail of Duty Responsibilities" in the following section. However, in general:

- Exit by calmly walking too the nearest available exit located away from the hazard.
- Assist members of the public or handicapped individuals in the evacuation process. Stay with them and report them to the module warden after reaching safety.
- Go directly to your designated assembly area and do not re-enter the building until the "all clear" notice is given by your module warden.

- **Evacuation Checklist**

Prior to evacuation you are to immediately take the following actions wherever possible without endangering yourself. You may not be able to re-enter the building.

1. Shut down your computer or "lock" it.
2. Place exposed sensitive/valuable records in cabinets or desk drawers.
3. Place confidential/restricted documents in a safe or secure location.
4. Take your purse, other personal valuables, and your car keys.
5. Wear coats, hats, jackets, and gloves as needed.
6. Quickly double check your area-everything accounted for?
7. Listen for instructions from your Module Warden.

### IV. Detail of Duty Responsibilities

- **A. Designated Official**

The Alaska Fire Service Manager is the "Designated Official". The Designated Official has overall responsibility for emergency preparedness and response.

1. Duties include:

- a. Approving this Occupant Emergency Plan.
- b. Overall responsibility to assure that the Occupant Emergency Plan is distributed and adhered to within the Alaska Fire Service Facilities on Ft. Wainwright.
- c. Take necessary actions to insure that the Occupant Emergency Plan operates safely and efficiently in emergencies.

2. The order of succession to the Manager is outlined in his/her memo of delegation issued yearly.

- **B. Emergency Coordinator**

The Lead Safety & Occupational Health Specialist (Safety Manager) is the “Emergency Coordinator”. The Emergency Coordinator functions as the implementing staff member to the Designated Official.

1. Duties include:

- a. Developing, implementing and maintaining the OEP that protects life and property and minimizes damage in the event of an emergency.
- b. Assigning and training Module Wardens & Asst. Module Wardens for each Module.
- c. Coordinating activities between Module Wardens and other support people.
- d. Assure that the basic provisions of the program are disseminated to the appropriate persons.
- e. Function as the Liaison with outside support organizations such as the Ft. Wainwright Fire Department, Military Police, Utility Co., etc.
- f. Assure any changes in the OEP are relayed to the Designated Official and Module Wardens.
- g. During evacuation, record areas cleared as Module Wardens report in and notify Designated Official of building evacuation status.
- h. Alert the Designated Official of any emergency situations.
- i. Inform Designated Official when it is determined that the building is safe to re-enter.

2. The order of succession to the Emergency Coordinator is:

- a. Haz-Mat Coordinator/Environmental Protection Specialist.
- b. Safety & Occupational Health Specialist (medical).

3. Evacuation kit supply list:

- Procedure to conduct head count.
- Whistle and Flashlight.
- Pen and notebook.
- Copy of the Occupant Emergency Plan.
- Copy of the Continuity of Operations Plan.

- Copy of the DOI Disaster Plan.
- King Radio w/batteries.
- Vest (high visibility orange).

• **C. Module Wardens**

The Module Wardens are under the direction of the Emergency Coordinator. They have the primary responsibility for the safe evacuation of all occupants within their module. They are identified by orange vests.

1. Duties include:

- a. Appointing an acting Module Warden to fill in when needed and insure they are aware of their responsibilities.
- b. Appointing an assistant Module Warden(s) and insuring they are aware of their responsibilities.
- c. Assigning a Disability Coordinator if required.
- d. Assuring that evacuation routes are fully serviceable. Exit signs are lighted and no storage or other obstructions are allowed to restrict paths of exit at any time.
- e. Assuring, in conjunction with immediate supervisors, that the emergency/evacuation procedures are known to all regular occupants.
- f. Assign a "Messenger" to announce emergency information to the Emergency Coordinator (in the main parking lot north of the warehouse building #1544) and other areas in the event other means of communication fail.
- g. Utilize assistant Module Wardens to check out "of the way" places like storage areas and rest rooms. Use assistants to maintain safe traffic flow of emergency vehicles around the Assembly areas.
- h. Prevent re-entry until the official "all clear" is given.
- i. Report to the Emergency Coordinator when evacuation is complete. Upon notification from supervisors, or other appropriate personnel, make sure any unaccounted for individuals are also reported. Radio freq. is 166.6375 and is located in group 13, channel 7.

2. Evacuation kit supply list:

- List of occupants within their module, or procedure to conduct head count.
- Whistle and Flashlight.
- Pen and notebook.



- Vest (high visibility orange).
- Copy of the Occupant Emergency Plan.
- King Radio w/batteries for the following: wardens only, barracks, duty office, fuel shop & zone offices. This will give each assembly area at least one radio.

- **D. Assistant Module Wardens**

Assistant Module Wardens are typically established before, but may also be assigned at the time of the emergency by the Module Warden. Duties are any of the above items that the Module Warden assigns prior to, or at the time of the emergency.

- **E. Disability Coordinators (If applicable)**

Disability Coordinators are assigned by the Module Warden. Their primary responsibility is to maintain a roster of personnel with disabilities working within their module. They must provide a copy to the Module Warden and the Emergency Coordinator and make provisions for their evacuation in an emergency. Do not use the elevators! Enlist assistance as needed and stay with disadvantaged individuals until the emergency is over. The "buddy system" is a very effective method.

- **F. Supervisors**

Supervisors are essential to assure that the components of the OEP are known and followed by each employee.

1. Duties include:

- a. Review appropriate portions of the OEP with each employee or other appropriate person covered by the plan at the following times.
  - When a new employee, new contractor, volunteer, or temporary employee comes on board.
  - Whenever the employees' responsibilities or designated actions change.
  - Whenever the plan is updated or revised.
- b. Assure each employee evacuates with every alert to do so.
- c. Assure that persons with special needs are evacuated.
- d. Maintain contact with Module Warden.
- e. Upon completion of the emergency evacuation, each supervisor shall account for all employees, volunteers, visitors, contractors, etc. that are appropriate to their responsibilities. Any personnel not accounted for shall be reported to the Module Warden and the Emergency Coordinator.
- f. Supervisors shall control the accumulation of flammable and combustible waste material so they do not accumulate and contribute to a fire hazard. Assure that exit pathways and corridors are clear of any materials at all times to insure orderly evacuation.

- **G. Employees**

Successful implementation of this program is dependent upon each employee obtaining the awareness of and following the established guidelines in the OEP.

1. Duties include:

- Maintain current knowledge of the OEP.
- Evacuate every time the alarm is given or instructed to do so by a Module Warden.
- Once outside move away from the building to the appropriate assembly area.
- Report to their supervisor and inform them of any employees, volunteers, visitors, contractors, etc. that are appropriate to their responsibilities but not accounted for.
- Re-enter the building only after being given the “all clear” from the Module Warden or Emergency Coordinator.

## V. Module Assignments (**listings of modules/buildings are from West to East**)

### General instructions for all:

Identify an assistant Module Warden and pre-plan the implementation of this OEP.

Potential Hazards: Fire traffic, vehicle traffic, bicycles, pedestrians, tripping hazards, winter ice and snow, and extreme cold weather. Special attention should be given to the general public which will most likely be found in this area.

Earthquake Assembly: In cold weather, report in at assembly area, and then seek shelter in available cars & pickups. Stay out of buildings!

- **1. Administration Module (building #1541)**

Module Warden: Safety Manager or Logistics Chief.

Location Description: This module includes the administrative services office spaces, HR offices, budget offices; admit conf. room, library room, main floor restrooms and the copier/mail room.

Assembly Area: Parking lot north of the warehouse, clear of all buildings. In cold weather, assemble in warehouse, if safe.

Exits: Primary exits are through the main entrance north doors and the door next to the personnel office. Secondary exit is through the

door located next to Aviation. Special attention should be given to the general public which will most likely be found in these areas.

- **2. Training Module (building #1541)**

Module Warden: Safety Manager or Logistics Chief.

Location Description: This module includes the training section offices, state forestry office, safety, and elevator.

Assembly Area: West parking lot next to dumpsters, well clear of buildings. In cold weather, assemble in warehouse (building #1544) if safe.

Exits: Primary exit is through the west door near the elevator. Secondary exit is through main double doors on north side of building.

- **3. Aviation Module (building #1541)**

Module Warden: Safety Manager or Logistics Chief.

Location Description: This module includes the Manager & staff offices, EEO, conference rooms, fuels management, PIO office, procurement and Gal zone staff office space.

Assembly Area: Parking lot north of the warehouse, clear of all buildings. In cold weather, assemble in warehouse (building #1544) if safe.

Exits: Primary exits are through the main front doors and east side door near aviation.

- **4. Technical Systems Module (building #1541-old section – 1st floor)**

Module Warden: Chief, Business and Technology or acting

Location Description: This module includes the technical systems offices, basement training room & storage room, and restrooms.

Assembly Area: West parking lot next to dumpsters, well clear of buildings. In cold weather, assemble in warehouse (building #1544) if safe.

Exits: Primary exit is through the west side door, Secondary through South door at the back of the building.

- **5. Zone Office Module (building #1541-old section – 2nd floor)**

Module Warden: Tanana Zone FMO or acting

Location Description: This module includes the Zone dispatch areas, Zone staff offices, restrooms, penthouse and stairways to the first floor.

Assembly Area: West parking lot next to dumpsters, well clear of buildings. In cold weather, assemble in warehouse (building #1544) if safe.

Exits: Primary exit is downstairs through the west side door, Secondary downstairs through the south door at the back of the building.

- **6. AICC Module (building #1541)**

Module Warden: AICC Center Manager or acting.

Location Description: This module includes the AICC Dispatch offices, conference room, restrooms, records storage room, mechanical systems room, training storage room, training rooms and audio visual room in training room #1.

Assembly Area: Parking lot north of the warehouse, clear of all buildings. In cold weather, assemble in warehouse (building #1544) if safe.

Exits: Primary exit is down north stairs through the front doors or East door next to aviation. Secondary exit is down south stairs through the front doors or east door next to aviation.

- **7. Warehouse Module (building #1544)**

Module Warden: Chief, Supply Mgt. Section or acting

Location Description: This module includes the main warehouse, all building in the warehouse yard, building #1539 & 1511 and the hose pond.

Assembly Area: Parking lot north of the warehouse, clear of all buildings. In cold weather, assemble in admin building is safe.

Exits: Primary exit is through the north & east doors, but exits exist on all sides of the building. Use the best one available.

- **8. Maintenance Shop Module (building #1500)**

Module Warden: Chief, Facility Operations or acting

Location Description: This module includes the maintenance shops and storage areas.

Assembly Area: Parking lot north of the warehouse, clear of all buildings. In cold weather, assemble in admin building, if safe.

Exits: Exits in shop are well marked in each room.

- **9. Transportation Module (building #1537)**

Module Warden: Transportation Manager or acting.

Location Description: This module includes the transportation building, and storage shed.

Assembly Area: Parking lot north of the Small engine shop, well clear of buildings.  
In cold weather, assemble in maintenance building if safe.

Exits: All are clearly marked at each end of the building east and west.

- **10. Radio Shop Module (building #1538)**

Module Warden: Chief, Branch of Communications or acting.

Location Description: This module includes the radio shop building and building #1533. Assembly  
Area: Parking lot north of the Small engine shop, well clear of buildings.  
In cold weather, assemble in maintenance building, if safe.

Exits: All are clearly marked at each end of the building east and west.

- **11. Flight Ops Module (building #1540)**

Module Warden: Ramp Services Manager or acting.

Location Description: This module includes the Flight Ops dispatch offices, pilots  
lounge, portable outhouses, building #1540, and storage and  
aircraft mechanic areas.

Assembly Area: Parking lot north of the Small engine shop, well clear of buildings.  
In cold weather, assemble in maintenance building, if safe.

Exits: All are clearly marked at each end of the building east and west.

- **12. Small Engine Shop Module (building #1535)**

Module Warden: Saw Shop Manager or acting.

Location Description: This module includes the small engine shop and storage shed.

Assembly Area: Parking lot north of the Small engine shop, well clear of buildings.  
In cold weather, assemble in maintenance building, if safe.

Exits: All are clearly marked at each end of the building east and west.

- **13. Ops Building - SMJ Office Module (building #1513)**

Module Warden: Chief, Branch of Smokejumper Resources or acting.

Location Description:	This module includes the locker area, the ready room, offices, restrooms, weight room, lounge, and para-cargo areas.
Assembly Area:	Dirt parking lot north of Gaffney road, across for the SMJ section. In cold weather, assemble in the maintenance building.
Exits:	Main exit out the front door facing north and the secondary out east & west side doors.
Module Warden:	<ul style="list-style-type: none"> <li>• <b>14. Ops Building - SMJ Loft Module (building #1513)</b> Chief, Branch of Smokejumper Resources or acting.</li> </ul>
Location Description:	This module includes the loft, sewing, packing, drying rooms, and office space.
Assembly Area:	Dirt parking lot north of Gaffney, across from the SMJ section. In cold weather, assemble in the maintenance building.
Exits:	Main exit facing west in the sewing room and the secondary exit facing east in the packing room.
Module Warden:	<ul style="list-style-type: none"> <li>• <b>15. Ops Building - FSS Module (building #1513)</b> Chief, Branch of Fire Management Resources or acting.</li> </ul>
Location Description:	This module includes the duty office, training rooms, rest rooms, FS and Hotshot offices, Admin offices, cache and ready rooms.
Assembly Area:	Dirt parking lot north of Gaffney road, across for the SMJ section. In cold weather, assemble in the maintenance building.
Exits:	Front door next to the Duty office and east side door next to the cache.
Module Warden:	<ul style="list-style-type: none"> <li>• <b>16. Ops Building - Dining Hall Module (building #1513)</b> Chief, Food Services or acting.</li> </ul>
Location Description:	This module includes the dining hall, kitchen, and rest rooms.
Assembly Area:	Dirt parking lot north of Gaffney road, across for the SMJ section. In cold weather, assemble in the maintenance building.
Exits:	Main lobby doors, east door in dining hall and east (kitchen) door.
Module Warden:	<ul style="list-style-type: none"> <li>• <b>17. Retardant Site Module</b> Tanker Base Manager or acting.</li> </ul>

Location Description: This module includes the retardant sight & office, and all contracts' buildings in the area.

Assembly Area: Lawn area north of the AFS Fueler's building, well clear of fuel trucks. In cold weather, assemble in Fire Operations building.

Exits: All exits are clearly marked in each building.

- **18. Fuel Shop Module (building #1510)**

Module Warden: Lead Fuel Specialist or acting

Location Description: This module includes the fuel shop and storage buildings.

Assembly Area: Lawn area north of the AFS Fueler's building, well clear of fuel trucks. In cold weather, assemble in Fire Operations building.

Exits: Exits in shop are well marked on each end of the building.

- **19. Heli-base Module**

Module Warden: Heli-base Manager or acting.

Location Description: This module includes the heli-base building and FS standby building.

Assembly Area: Field north of heli-base. In cold weather assemble in Operations building.

Exits: Buildings are small and exists are obvious and marked.

- **20. Barracks Module (building #1003)**

Module Warden: Barracks Manager or acting.

Location Description: This module includes the Barracks and storage shads.

Assembly Area: Sports field to the east of the building. In cold weather, assemble in operations building.

Exits: Exits are well marked on each end of the building as well as a main

## VI. BOMB THREAT CHECKLIST

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### QUESTIONS TO ASK

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken	Male
Stutter	Slow	SincereLisp	Rapid	Female	
Giggling	Deep	Crying	Squeaky	Excited	Young
Stressed	Accent	Loud	Slurred	Normal	Old

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_.

Person receiving call: \_\_\_\_\_



## VII. RADIO CHANNELS FOR EMERGENCY COMMUNICATION

Use channel #7 only for this plan. The rest of these channels are to be used only if the DOI Earthquake plan is activated. This set of frequencies is in group 8 of both the King and Motorola radios issued by AFS.

Group 8: Disaster Response

CH	RX	TX	TXCG	LABEL
1	166.9500	166.9500		GOLD
2	168.3750	168.3750		TAN
3	155.8650	158.9400	141.3	FNSB EOC
4	170.1000	170.1000		FWWR FESC
5	171.7000	171.7000		AFS BARR.
6	169.4000	169.4000		AFS OPS
<b>7</b>	<b>166.6375</b>	<b>166.6375</b>		<b>AFS HQ</b>
8	169.3625	169.3625		FDO
9	168.5250	168.5250		FWS
10	168.0125	168.0125		NPS
11				
12				
13				
14				
15	162.5500	0.0000		WEATHER
16	168.6250	168.6250	110.9	GUARD

## VIII. Building Vacancy – Check List

<u>Location/Building</u>	<u>Reported By</u>	<u>Time Cleared</u>	<u>Notes</u>
Module 1: first floor (1541)			
Module 2: Zone Office (1541)			
Module 3: second floor (1541)			
Module 4: Warehouse (1544)			
Module 5: Maintenance Shop (1500)			
Module 6: Transportation (1537)			
Module 7: Radio Shop (1538)			
Module 8: Flight Ops (1540)			
Module 9: Small Engine Shop (1535)			
Module10: Ops Building (1513)			
Module 11: Smokejumper Module (1513)			
Module 15: FSS (1513)			
Module 16: Dining Hall (1513)			
Module 17: Retardant Site			
Module 18: Fuel Shop (1510)			
Module 19: Heli-base			
Module 20: Barracks (1003)			

## IX. Important Numbers

Building page system – all buildings	7 7 # # 1 1
Emergency Services, Ft. Wainwright	911 or 353-7470
Fairbanks District Office	474-2200
Fairbanks City Police	459-6500
Ft. Wainwright Fire Department	353-6485
Ft. Wainwright Military Police	353-7535
Road Condition Report (DOT)	451-2200 or 511
State Troopers (Fairbanks)	451-5100
Weather Service (FAI)	458-3745 1,1,1,3

## X. Other Numbers

		<u>Office</u>	<u>Cell</u>
AFS - Safety Manager	Doug Mackey	356-5868	347-1107
AFS - Hazardous Material Specialist	Liz Andringa	356-5867	378-4611
AFS – Facilities Management	Bo Harris	356-5702	388-5472
AFS - Chief of Facilities	Pete Pineault	356-5725	388-2887
BLM - State Safety Manager	Jake Schlapfer	267-1281	240-5420
BLM - Ranger (FAI)	Jonathon Priday	474-2367	
BLM – State Director	Bud Cribley	271-5080	

## **XI. Emergency Personnel Phone Roster**

<b>POSITION</b>	<b>NAME</b>	<b>OFFICE</b>	<b>CELL</b>
Designated Official	Kent Slaughter Manager, Alaska Fire Service	356-5505	388-4615
	Tami Defries Associate Manager	356-5506	388-3192
Designated Official (alternate)	Acting Manager, Alaska Fire Service	(One of the following)	
	Dave Whitmer Field Operations	356-5642	322-3007
	Gary Baumgartner State Aviation Manager	356-5523	388-0104
	Bev Fronterhouse Business/Technology Management	356-5591	388-4971
	Lorenzo Harris Logistics Chief	356-5702	356-7873
Emergency Coordinator	Doug Mackey Safety Manager	356-5868	347-1107
Emergency Coordinator (alternate)	Jon Thomas Safety & Occupational Health Specialist (medical)	356-5869	388-7891
Module Warden #1541 (2 <sup>nd</sup> floor)	Ray Crowe Center Manager	356-5677	590-1303
	Lauren Hickey (alternate)	356-5680	
(Zone area)	Mike Butteri	356-5574	388-3089
Module Warden #1541 (1 <sup>st</sup> floor)	Doug Mackey Safety Manager	356-5868	460-2552
	Lorenzo Harris (alternate)	356-5702	356-7873
(IT Section)	Bev Fronterhouse	356-5591	378-5452
Module Warden – Aviation	John Softich Fixed Wing Specialist	356-5520	388-2872
Module Warden – Barracks	Melody Roos	356-5706	378-3707

## Barracks Manager

POSITION	NAME	OFFICE	CELL
Module Warden – Dining Hall	Jeannie McAlpin Chief Housing and Food Services	356-5714	322-9935
Module Warden – FSS	John Lyons Chief - Fire Management Resources	356-5663	750-1770
Module Warden – Flight Operations	Jay Peterson Supervisor Air Operations	356-5758	388-3086
Module Warden - Fuel Shop	Bob Wishart Fuel Distribution Lead	356-5564	388-9451
Module Warden – Helibase	Tom Schmidt Heli-base Manager.	356-5659	347-8232
Module Warden – Maintenance Shop	Pete Pineault Facilities Chief	356-5733	388-2887
Module Warden – Radio Shop	Kent Gale Section Chief - Communications	356-5800	378-4613
Module Warden – Retardant Base	Steve Monsma Tanker Base Manager	356-5528	n/a
Module Warden- Smokejumpers	Bill Cramer SMJ Chief	356-5541	347-8859
Module Warden – Small Engine Shop	Kevin Fitzgerald	356-5735	388-4383
Module Warden – Transportation	Kevin Fitzgerald MVO Supervisor	356-5735	388-4383
Module Warden – Warehouse	Kevin Fitzgerald Chief, Supply	356-5735	388-4383

